



PERSONNEL CABINET

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Governor

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Erwin Roberts
Secretary

MEMORANDUM

PERSONNEL MEMO 06-05

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM: Erwin Roberts, Secretary *ER*

DATE: February 13, 2006

SUBJECT: Summer Employment for 2006
Requests due no later than April 10, 2006

As in years past, the Commonwealth will once again hire summer employees for 2006. Each agency should carefully review its need for summer employees, since funds for this program are derived from each agency's budget. Please keep in mind that summer employment is for the period of May 1 through August 31, 2006. All employees hired must be at least 16 years of age, in addition, summer employees must be a high school junior, a high school senior graduating this spring (2006), or currently a college or university student. Guidelines for the Summer Employment process, including a list of the most frequently used title codes for summer employees, is attached for your convenience.

In order to expedite the process, please provide me with the number of summer employees you wish to hire in your agency. In addition, please indicate which area of your agency each summer employee is to work and provide a brief description of the work to be performed. Please include the name of the Cabinet, Department, Division, and Branch wherein the summer employee will be assigned. You should provide this information as soon as possible, **but no later than April 10, 2006**. Summer employees should not be requested unless you have work for them to do and they can benefit your agency.

If there is a summer employee who previously worked for your agency, and you wish to hire this individual again, please include his or her name on the list you furnish to this office.

All applications for summer employment should be forwarded to:

**Sonja Cox
Personnel Cabinet
Office of the Secretary
200 Fair Oaks Lane, Suite 516
Frankfort, KY 40601.**

Applicants will then be sent to your agency so you may interview interested students for summer employment.

Summer employees will not count toward your CAP.

If you have any questions about summer employment, please contact Sonja Cox at (502) 564-4460.

Attachments: (2)

Summer Employment 2006

Processing Appointments and Payroll Instructions

Processing Appointments

Summer employees must complete and sign the State Application for Employment. Once complete, the application should be forwarded to:

Sonja Cox
Personnel Cabinet, Office of the Secretary
200 Fair Oaks, Suite 516
Frankfort, KY 40601

- ❖ Employment will be within the period of May 1 through August 31, 2006
- ❖ All employees hired must be at least 16 years of age; in addition, summer employees must be a high-school junior, a high-school senior graduating this spring (2006), or a currently a college or university student.
- ❖ Summer employees will not count toward the agency CAP.
- ❖ Summer employees may work part-time or full-time hours.

P-1 / Payroll Instructions

- ❖ P-1 must be done by the hiring agency to establish E-71 and Appoint A11
- ❖ Effective date of appointment must be within the dates of May 1 through August 31, 2006.
- ❖ Remarks on P-1 must state: **SUMMER or SUMMER ONLY**
- ❖ Use Status Code: QI
- ❖ W-2 is required. Local tax, Social Security and Medicare will be withheld from paycheck.
- ❖ The employee's W-4 and K-4 will determine amount of State and Federal tax to be withheld.
- ❖ Summer employees will be paid at entry level of the job class unless justification for higher salary can be articulated (i.e. returning employee, years of experience, etc.).

Possible Title Codes

Title Code	Title	Grade	Required Qualifications
9911	Apprentice	5	
9002	Office Support Assistant I	6	Applicant must be a high school graduate
9003	Office Support Assistant II	8	Would normally be used for a returning employee. Applicant must be high school graduate plus have two years of office support experience.
1036	Highway Laborer	6	
1001	Laborer	6	
1022	Maintenance Worker	6	
1501	Park Laborer	6	
1503	Park Worker	6	
7301	Production Tech	8	Used in COT. Applicant must be a high school graduate.
9912	Lifeguard	5	Must hold a current certification as a lifeguard from the Y.M.C.A. or hold an Emergency Water Safety certificate or other current certification which demonstrates life saving skills from the American Red Cross.

***Clerical positions not requiring a high school diploma shall use the Laborer title code 1001.**

Compensation Scale

Grade 5: \$7.234 per hour
Grade 6: \$7.958 per hour
Grade 8: \$9.627 per hour